



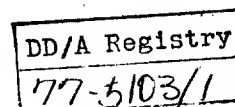
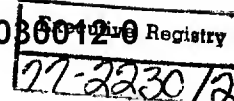
CHAIRMAN

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UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D.C. 20415

November 18, 1977



MEMORANDUM FOR HEADS OF DEPARTMENTS AND AGENCIES

PERS 77-3688

In his September 1 memorandum to you President Carter asked for full agency participation in the new Presidential Management Intern Program established by Executive Order 12008. On September 15, I wrote to you seeking your support for the Program. In my September 15 memorandum, I asked that you make a preliminary estimate of the number of interns your agency expects to hire next year; the types of positions in which interns will be placed; and the expected distribution between headquarters and the field. At that time I also requested that you designate a key official in your agency to serve as a coordinator for the Program. This person would work with the Commission on the completion of Program procedures; on the designation of representatives from your agency to serve on regional screening panels; and on the referral of candidates to positions in your agency. Attached are copies of these two earlier memoranda.

This information was requested by October 10, 1977. However, we have not yet heard from your agency. ||

It is important to the success of the Program that we have your full support and participation. President Carter has indicated his high hopes for this Program. I would, therefore, like to have from you by no later than December 8, the requested information on your agency's plan to participate in the Presidential Management Intern Program.

Sincerely,

  
Alan K. Campbell

Attachments



UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON, D.C. 20415

CHAIRMAN

September 15, 1977

MEMORANDUM FOR HEADS OF DEPARTMENTS AND AGENCIES

As you know, President Carter recently signed Executive Order 12008, which established the Presidential Management Intern Program. The comments made by the President at the public signing ceremony, the August 29 cabinet meeting, and in his memorandum to you of September 1, demonstrate the high hopes he has for this Program to improve Federal management and to strengthen Federal-university relations. I hope I can count on your personal involvement to help assure the success of this undertaking.

The Program is designed to bring into government each year 250 of the highest caliber individuals from among those receiving graduate degrees in the field of public management. The fact that these people elected to be trained in public management is a measure of their commitment to public service careers. This Presidential Program is designed to attract to the Federal Government the very best of these men and women.

The Program provides for two-year excepted appointments, beginning at the GS-9 level, with the authority for noncompetitive conversion to the career service upon successful completion of the internship. Unlike other fellowship programs, wherein participants are assigned as assistants to Cabinet members and other senior officials, participants in this intern program will generally be assigned to staff units in administrative and managerial services, such as program, budget, and management analysis, and to appropriate positions in operating programs in your agency. Rotation among several positions would be desirable during the course of the internships. It would also be desirable to have positions of this type identified both at headquarters and in the field, with planned assignments in both places.

Assignments for the interns should offer real and challenging developmental opportunities. As interns demonstrate their capability for making contributions at higher levels of responsibility in their field, they may receive career promotions in accordance with existing promotion guidelines. While special orientation sessions for the interns will be planned by the Civil Service Commission, interns should be included in educational enrichment and training opportunities offered to other employees. These efforts may be coordinated with those of other internship programs you may have.

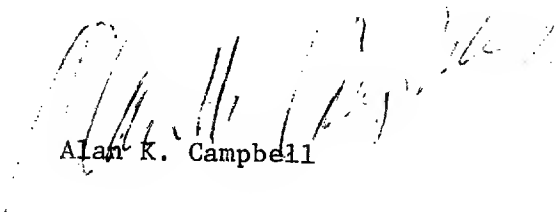
The Commission is in the process of developing guidance on nominating criteria and selection procedures for issuance by early October 1977. Deans of the appropriate graduate schools will nominate candidates for the Program,

but final selections will be made by the agencies after a round of screening panels conducted jointly by the Civil Service Commission, agency representatives, and State and local officials throughout the country. We expect most interns to enter on duty in the summer of 1978, though some placements may be made earlier.

Let me emphasize a number of key points about the Program which could be helpful in developing your agency plans. While only 250 interns will be hired each year, the President, as stated in his September 1 memorandum, has expressed the view that all agencies should participate. I am confident that all agencies will plan to employ an appropriate number of interns in relation to the agency's size and the types of positions in the agency.

In order to have as much information as possible for dissemination to the universities, and for purposes of program planning, I am requesting that you provide a preliminary estimate on the number of interns your agency expects to hire next year; the types of positions in which interns will be placed; and the expected distribution of positions between headquarters and field. I am also requesting that you designate a key official in your agency to serve as a contact for the Program. This person would work with the Commission in the completion of Program procedures; in the designation of representatives from your agency to serve on regional screening panels; and in the referral of candidates to positions in your agency. We will need this information no later than October 10.

I look forward to your personal support and assistance in carrying out the Presidential Management Intern Program to ensure that it achieves the objectives set forth by the President. In the meantime, any suggestions you might have which would help us in planning for the Program would be appreciated. I would be pleased to meet with you personally to discuss the purposes of this Program if you think that would be useful.



Alan K. Campbell